

Employee Navigator Job Aid

Managing the Active Workspace

Workspace Tabs

Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you wish to view. You must always have at least one workspace open, but you can close any additional workspaces by hovering over its tab and clicking the Close (X) button.

Maximize / Restore Icon

Click to expand a primary widget to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size (and unhide your other widgets).

Primary and Secondary Widgets

All workspaces have at least one primary widget, which is where you do your work. Workspaces also have secondary widgets, that you can choose to promote to the primary position if you need to work in them.

Gear Icon

Click to view options for moving the widget. Unavailable options will be grayed out. (For example, primary widgets cannot use Close or Pop-out.)

Pop-out Option

Select Pop-out to promote a secondary widget to a primary position.

Close Option

Select Close to send a secondary widget back to the Related Items pane.

Usable Secondary Widgets

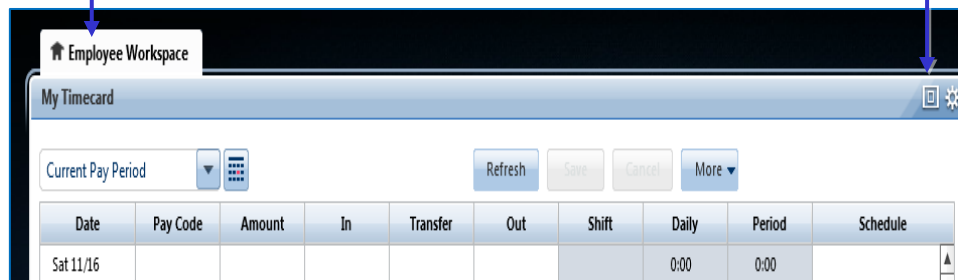
In most cases, secondary widgets are informational only until promoted to a primary position. However, some widgets, like My Timestamp, have functioning parts when in the secondary position.

Resize Bar

Click and drag the resize bar to reveal more of a particular secondary widget.

Title Bar

Click and drag a secondary widget's title bar to swap it with another widget or return it to the Related Items pane.



Employee Workspace

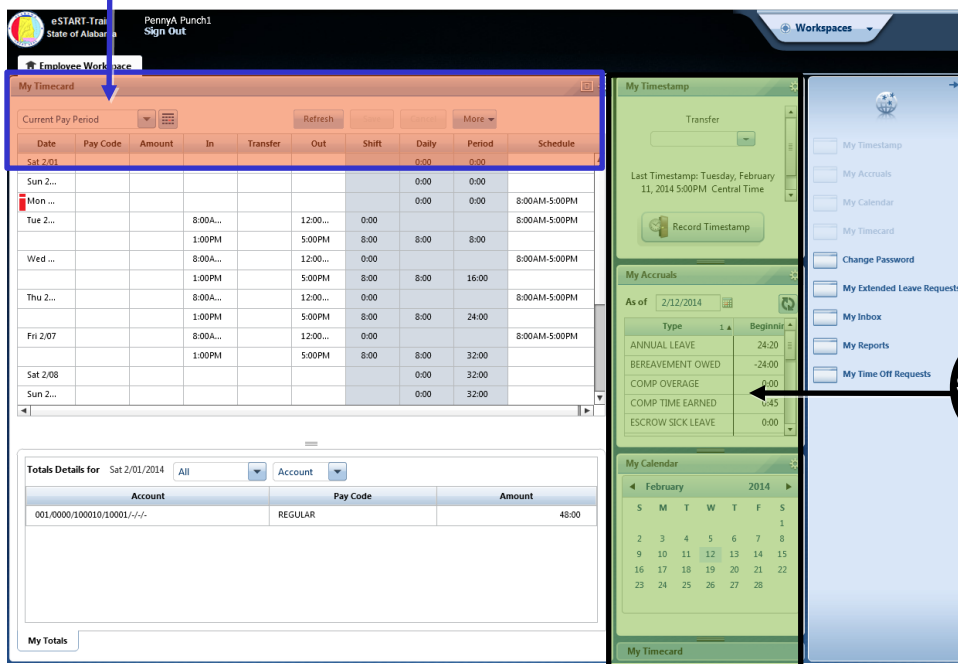
My Timecard

Current Pay Period

Refresh Save Cancel More

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sat 11/16							0:00	0:00	

Primary Widget



eSTART-Train State of Alabama PennyA Punch1 Sign Out

Workspaces

Employee Workspace

My Timecard

Current Pay Period

Refresh More

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sat 2/01							0:00	0:00	
Sun 2/02							0:00	0:00	
Mon 2/03			8:00A...	12:00...	0:00	8:00	8:00	8:00	8:00AM-5:00PM
Tue 2/04			1:00PM	5:00PM	8:00	8:00	16:00		8:00AM-5:00PM
Wed 2/05			8:00A...	12:00...	0:00	8:00	8:00	24:00	8:00AM-5:00PM
Thu 2/06			1:00PM	5:00PM	8:00	8:00	32:00		8:00AM-5:00PM
Fri 2/07			8:00A...	12:00...	0:00	8:00	8:00	32:00	
Sat 2/08			1:00PM	5:00PM	8:00	8:00	32:00		
Sun 2/09					0:00		0:00	32:00	

Totals Details for Sat 2/01/2014 All Account

Account	Pay Code	Amount
001/0000/100010/10001/-/-/-	REGULAR	48:00

My Totals

My Timestamp

Transfer

Last Timestamp: Tuesday, February 11, 2014 5:00PM Central Time

Record Timestamp

My Accruals

As of 2/12/2014

Type	1	Beginnir
ANNUAL LEAVE	24:20	
BEREAVEMENT OWED	-24:00	
COMP OVERTIME	0:00	
COMP TIME EARNED	0:45	
ESCROW SICK LEAVE	0:00	

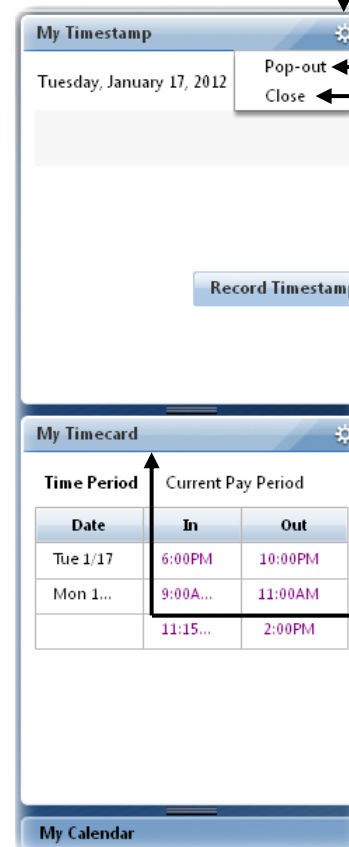
My Calendar

February 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

My Timecard

Secondary Widgets



My Timestamp

Tuesday, January 17, 2012

Pop-out

Close

Record Timestamp

My Timecard

Time Period

Current Pay Period

Date	In	Out
Tue 1/17	6:00PM	10:00PM
Mon 1/16	9:00A...	11:00AM
	11:15...	2:00PM

My Calendar